



EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent
TN12 5BT

Clerk to the Council, Mrs M. piscina, Telephone/answerphone: 01622 871309

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Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND an Events meeting of the Parish Council on 6th November 2024 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6.30pm.

23rd October 2024

J. Perretta

Assistant Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

- The meeting is open to the press and public and may be filmed. If members of the public do not wish to be filmed, please contact the Clerk before the meeting starts.
- Mobile phones must not be used during meetings
- The meeting will adjourn for 15 minutes to take questions from the public and each speaker will have 3 minutes. The public may not speak at any other time unless invited to do so by the Chairman
- Only one conversation may happen at a time, councillors who wish to speak should raise their hand and await acknowledgement from the Chairman
- All decisions require a proposer and a seconder is recommended.
- Councillors are reminded of the seven Nolan Principles and Code of Conduct for conduct of people in public life.

AGENDA

- 1 Apologies for absence:
- 2 Present ;
- 3 To approve the minutes of the meeting held on 11th September 2024;
- 4 To discuss the Halloween event held on 26.10.24:
 - 4.1 To discuss changes/plans for 2025;
 - 4.2 To confirm ticket sales;
 - 4.3 To confirm costs & discuss remaining budget for 2024/2025;
 - 4.4 To discuss budget requirements for 2025/2026 as per Terms of Reference;
- 5 To discuss the Christmas light switch on and resolve any actions:
 - 5.1 To confirm stalls & locations;
 - 5.2 To approve cost of Christmas Tree;
 - 5.3 To agree who will turn on the tree lights;
 - 5.4 To confirm event timings;
 - 5.5 To discuss power supply and resolve any costs;

- 5.6 To resolve lighting hire costs & approve quote;
- 5.7 To confirm Road closure;
- 5.8 To confirm music licence;
- 5.9 To confirm volunteers, responsibilities & Health & Safety.
- 5.10 To discuss budget requirements for 2025/2026 as per Terms of Reference.

6 To discuss summer 2025 event and & budget requirements for 2025/2026 as per terms of Reference;

7 Any other matters to be discussed at the next meeting:

8 Next meeting date: 4TH December 2024 at 6.30pm

Meeting closed;